

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
[doa/sp/sp.shtml](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
MILWAUKEE WI 53202

| Bid ID | Date | Buyer | Page |
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| CIMIL-0000001841 | 05/24/2006 | Janine Wilant | 1 |
| Payment Terms | DateTime Bid Open | Closing | |
| PROMPT PAY | 08/04/2006 10:30 AM | 08/24/2006 02:00 PM | |

Ship To: FIRE-ACCOUNTS PAYABLE 328-ADMIN
711 W WELLS ST 3RD FLOOR
MILWAUKEE WI 53233
United States

Bill To: FIRE-ACCOUNTS PAYABLE 328-ADMIN
711 W WELLS ST 3RD FLOOR
MILWAUKEE WI 53233
United States

| Line | Item | Description | Mfg ID | Mfg Item ID | Quantity | UOM | Need Date |
|------|------|--------------------------|--------|-------------|----------|-----|------------|
| 1 | | VSC DIGITAL COPIER LEASE | | | 1.0000 | VEN | 09/30/2006 |

Freight Terms: DEST

Ship Via: NOT APPL

VENDOR SERVICE CONTRACT FOR A 36-MONTH LEASE OF THREE DIGITAL PHOTOCOPIER SYSTEMS TO COMMENCE FROM DATE OF AWARD WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR TERMS. ONLY NEW EQUIPMENT SHALL BE FURNISHED UNDER THIS BID. MACHINES LISTED AS "FACTORY PRODUCED NEW MODEL EQUIPMENT" ARE NOT CONSIDERED TO BE "NEW". ALL OPTIONAL ACCESSORIES MUST BE OEM MANUFACTURED OR AUTHORIZED BY THE OEM, PROOF OF AUTHORIZATION MUST BE FURNISHED IF REQUESTED. REQUESTING DEPARTMENT WILL NOT SIGN VENDOR/MANUFACTURER SUPPLIED AGREEMENTS OR CONTRACTS.

AWARDED VENDOR:

**MUST DELIVER, SETUP AND INSTALL MACHINES BY DELIVERY DATE STATED ON PURCHASE ORDER.

**REQUIRED TO FULLY INSTALL ALL HARDWARE AND SOFTWARE FOR ALL LAN CONNECTED DIGITAL MACHINES AT NO ADDITIONAL COST.

**PROVIDE TECHNICAL ASSISTANCE AND TRAINING TO USER DEPARTMENT STAFF AT ALL THREE LOCATIONS, INCLUDING PROBLEM SOLVING AND MACHINE OPERATION.

**REQUIRED TO REMOVE LEASED MACHINES NO LATER THAN TWO CALENDAR WEEKS AFTER THE COMPLETION OF LEASE OR BY SCHEDULE AGREED TO BETWEEN USER DEPARTMENT AND VENDOR AT NO ADDITIONAL COST.

**ALL MAINTENANCE AND SERVICES MUST BE PROVIDED ONLY BY A SERVICE DEALER AUTHORIZED BY THE MANUFACTURER.

**RESPONSIBLE TO PAY ALL PROPERTY TAXES INCURRED ON LEASED MACHINES DURING THE ENTIRE LEASE PERIOD. VENDOR MUST NOT SUBMIT INVOICES FOR PROPERTY TAXES TO USER DEPARTMENT FOR ANY MACHINE LEASED FROM THIS BID.

***NOTE: QUANTITY 1 VEN LISTED ABOVE CONSISTS OF THREE DIGITAL PHOTOCOPIER SYSTEMS

DIGITAL PHOTOCOPIER SYTEMS TO CONSIST OF THE FOLLOWING:

***A. QUANTITY 2 EACH -- DIGITAL PHOTOCOPIER SYSTEM, NO SUBSTITUTES ON REQUIRED SPECIFICATIONS LISTED WITHOUT PRIOR DEPARTMENT APPROVAL. REQUIRED FEATURES TO INCLUDE:

REVERSING AUTOMATIC DOCUMENT FEEDER

THREE PAPER DRAWERS (MINIMUM 500 SHEETS PER DRAWER)

100 SHEET SMART BY-PASS TRAY

JOB SEPARATOR TRAY

AUTO DUPLEXING

NETWORK PRINTING

NETWORK SCANNING

EXTERNAL ELECTRIC SURGE PROTECTOR

SERVICE CALL, PARTS, LABOR AND TRAVEL TIME

DRUMS, TONER, DEVELOPER

OPERATING MANUAL: ONE OPERATING MANUAL MUST BE FURNISHED FOR EACH COPIER UNIT .

EXCLUDES --PAPER

ESTIMATED MONTHLY USAGE: 2,000 COPIES

LEASE COST OF DIGITAL PHOTOCOPIER: \$_____/PER MONTH

MINIMUM NUMBER OF COPIES PER MONTH ALLOWANCE: _____

MAINTENANCE COST PER COPY BASED ON MINIMUM NUMBER OF COPIES PER MONTH LISTED ABOVE:

\$_____/PER COPY

COST FOR OVERAGES EXCEEDING THE MINIMUM NUMBER OF COPIES PER MONTH LISTED ABOVE:

\$_____/EACH COPY

BUYOUT PRICE: \$_____

WE BID MFR AND MODEL #: _____

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DELIVERY LOCATIONS FOR THESE DIGITAL PHOTOCOPIER SYSTEMS:

QUANTITY ONE: FIRE DEPT-COMMUNICATIONS CENTER; 2333 N. 49TH STREET; MILWAUKEE, WI 53210

QUANTITY ONE: FIRE DEPT-CONSTRUCTION & MAINTENANCE; 118 W. VIRGINIA STREET; MILWAUKEE, WI 53204

***B. QUANTITY 1 EACH -- DIGITAL PHOTOCOPIER SYSTEM, NO SUBSTITUTES ON REQUIRED SPECIFICATIONS LISTED WITHOUT PRIOR DEPARTMENT APPROVAL. REQUIRED FEATURES TO INCLUDE:

REVERSING AUTOMATIC DOCUMENT FEEDER
FOUR PAPER DRAWERS (MINIMUM 500 SHEETS PER DRAWER)
ONE 4,000 SHEET PAPER DRAWER
100 SHEET SMART BY-PASS TRAY
STAPLES/SADDLE-STITCH FINISHER (MINIMUM 50 SHEETS)
TWO 3-HOLE PUNCH UNITS
POST INSERTER UNIT
FINISHER GUIDE RAILS
NETWORK PRINTING
NETWORK SCANNING
EXTERNAL ELECTRIC SURGE PROTECTOR
SERVICE CALL, PARTS, LABOR AND TRAVEL TIME
DRUMS, TONER, DEVELOPER
STAPLES AND POSTSCRIPT SOFTWARE
EXCLUDES --PAPER
ESTIMATED MONTHLY USAGE: 15,000 to 20,000 COPIES

LEASE COST OF DIGITAL PHOTOCOPIER: \$_____/PER MONTH

MINIMUM NUMBER OF COPIES PER MONTH ALLOWANCE: _____

MAINTENANCE COST PER COPY BASED ON MINIMUM NUMBER OF COPIES PER MONTH LISTED ABOVE:

\$_____/PER COPY

COST FOR OVERAGES EXCEEDING THE MINIMUM NUMBER OF COPIES PER MONTH LISTED ABOVE:

\$_____/EACH COPY

BUYOUT PRICE: \$_____

WE BID MFR AND MODEL #: _____

DELIVERY LOCATION FOR THIS DIGITAL PHOTOCOPIER SYSTEM:

QUANTITY ONE: FIRE DEPT-INSTRUCTION & TRAINING; 6680 N. TEUTONIA AVENUE MILWAUKEE, WI 53209.

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LITERATURE REQUIREMENT

BIDDERS ARE TO INCLUDE DESCRIPTIVE LITERATURE WITH THEIR BID SUBMISSION OR WITHIN THREE WORKING DAYS OF RECEIVING A REQUEST FROM THE CITY. BRANDS QUOTED CONSIDERED TO BE "EQUAL" TO THE REQUIRED SPECIFICATIONS DESCRIBED IN THIS BID WILL BE EVALUATED AND APPROVED OR REJECTED BY THE FIRE DEPARTMENT PRIOR TO AWARD. FAILURE TO SUBMIT THE DESCRIPTIVE LITERATURE SHALL RESULT IN BID REJECTION.

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CONTACT INFORMATION

CONTACT PERSON: _____

CONTACT PERSON'S TELEPHONE NUMBER: _____

CONTACT PERSON'S E-MAIL ADDRESS: _____

DO YOU HAVE A WEBSITE WITH THE FOLLOWING:

ON-LINE CATALOG: _____ YES _____ NO

ON-LINE ORDERING: _____ YES _____ NO

WEB PAGE ADDRESS: _____

DELIVERY REQUIREMENTS

DELIVERY IS REQUIRED NO LATER THAN 30 CALENDAR DAYS AFTER RECEIPT OF ORDER.

WILL YOU COMPLY WITH THIS REQUIREMENT? _____ YES _____ NO

NOTE: IF YOU CANNOT MEET THE 30 CALENDAR DAY DELIVERY REQUIREMENT, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

DELIVERY TERMS: FUEL AND/OR SHIPPING SURCHARGES ARE NOT ALLOWED AND WILL NOT BE PAID BY THE CITY OF MILWAUKEE.

FREIGHT INCREASE: IF THERE IS A FREIGHT INCREASE PRIOR TO DELIVERY OF THE PRODUCT, THE ADDITIONAL INCREASE MUST BE AT THE EXPENSE OF THE BIDDER/CONTRACTOR.

ALL ORDERS SHALL BE FOB DESTINATION FREIGHT PREPAID AND INCLUDED IN UNIT PRICES QUOTED ABOVE. SHIP FOB DESTINATION TO:

MILWAUKEE FIRE DEPARTMENT
LINE 1. A. -- LOCATION 1: COMMUNICATIONS
2333 N. 49TH STREET
MILWAUKEE, WI 53210

LINE 1. A. -- LOCATION 2: CONSTRUCTION & MAINTENANCE
118 W. VIRGINIA STREET
MILWAUKEE, WI 53204

LINE 1. B. -- LOCATION 3: BUREAU OF INSTRUCTION & TRAINING (B.I.T.)
6680 N. TEUTONIA AVENUE
MILWAUKEE, WI 53209

DELIVERIES ACCEPTED BETWEEN 7:30 AM TO 2:30 PM-CST.

AWARD WILL BE MADE IN TOTAL (LINE 1: SUB-ITEMS A. AND B.) TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE BID SPECIFICATIONS AND THE DELIVERY REQUIREMENTS THAT IS DEEMED IN THE BEST INTEREST OF THE CITY. LOW BIDDER WILL BE DETERMINED FROM THE GRAND TOTAL OF EACH OF THE DIGITAL PHOTOCOPIER SYSTEMS QUOTED (LINE 1: SUB-ITEMS A. AND B.) THAT WILL INCLUDE THE MAINTENANCE PER COPY COST MULTIPLIED BY THE MINIMUM NUMBER OF COPIES PER MONTH ALLOWANCE AND THE TERM OF THE CONTRACT (36 MONTHS). BIDDERS MUST QUOTE ALL ITEMS LISTED TO BE ELIGIBLE FOR AN AWARD.

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| ***** | | | | | | | |

CONTRACT TERM

THIS WILL BE A 36-MONTH SERVICE CONTRACT FROM DATE OF AWARD WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR TERMS SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE USAGE LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE NUMBER OF COPIES THAT WILL BE MADE DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FOR THE MATERIALS OR SERVICES TO BE PROVIDED DURING THE 36-MONTH TERM OF THE CONTRACT.

PRICES QUOTED MUST BE FIRM FOR THE ENTIRE 36-MONTH TERM OF THE VENDOR SERVICE CONTRACT. IF THE CONTRACT IS EXTENDED BEYOND THE INITIAL 36-MONTH TERM, PRICE INCREASES SHALL NOT EXCEED 5% OF THE FIRM BID PRICE DURING THE FOURTH YEAR OF THE VENDOR SERVICE CONTRACT, AND PRICE INCREASES SHALL NOT EXCEED 5% OF THE FIRM BID PRICE DURING THE FIFTH YEAR OF THE VENDOR SERVICE CONTRACT. ALL PRICE INCREASES MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKEWISE, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE VENDOR SERVICE CONTRACT.

SERVICE CONTRACT TERMS AND CONDITIONS

POTENTIAL BIDDERS SHOULD NOTE THAT THE CITY'S TERMS AND CONDITIONS FOR SERVICE CONTRACTS DOCUMENT DATED 9-2-04 APPLIES TO THIS PROCUREMENT AND THIS DOCUMENT IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT <http://WWW.CITY.MILWAUKEE.GOV>, CLICK THE DEPARTMENTS LINK, SCROLL DOWN AND CLICK THE PROCUREMENT SERVICES (PURCHASING LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY), CLICK THE BID INFORMATION LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501. EXCEPTIONS TAKEN TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED A COUNTEROFFER AND MAY RESULT IN BID REJECTION.

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INVITATION, INSTRUCTIONS, TERMS AND CONDITIONS FOR FORMAL BID & CONTRACT" DOCUMENT DATED 8-25-03, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT [HTTP://WWW.MILWAUKEE.GOV](http://WWW.MILWAUKEE.GOV), CLICK THE DEPARTMENTS LINK, CLICK THE PROCUREMENT SERVICES (PURCHASING) LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY, CLICK THE BID INFORMATION LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414)286-3501.

SLAVERY DISCLOSURE AFFIDAVIT

EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

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PAYMENT TERMS

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY OF THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

_____, %, _____ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM-CST ON: THURSDAY AUGUST 24, 2006

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE SPECIFIED CLOSING DATE AT 2:30 PM-CST IN ROOM 301C OF CITY HALL (THIRD FLOOR), 200 EAST WELLS STREET, MILWAUKEE, WI.

B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to:
DOA-BOD-Procurement Services Section
City Hall, Room 601
200 E. Wells St
Milwaukee, WI 53202.

Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

Bid Number: 1841
Bid Closing Date: 8/24/2006 @ 2:00 PM-CST
Commodity/Service: VSC Digital Photocopier Systems

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected.

C. DESCRIPTION: Vendor Service Contract for a 36-Month Lease of Quantity Three Digital Photocopier Systems.

D. PLANS AND/OR SPECIFICATIONS: As Specified in Bid.

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids:

Time is of the essence for all terms of the contract. Delivery is required no later than 30 calendar days from the date of award of contract.

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All goods must be delivered FOB destination to:

Fire Department

Line 1-A.: Qty 1 -- Communications; 2333 N. 49th Street; Milwaukee, WI 53210

Line 1-A.: Qty 1 -- Construction & Maintenance; 118 W. Virginia Street; Milwaukee, WI 53204

Line 1-B.: Qty 1 -- Bureau of Instruction & Training (B.I.T.); 6680 N. Teutonia Avenue; Milwaukee, WI 53209

Deliveries Accepted Between 7:30 AM to 2:30 PM-CST.

EBE REQUIREMENT

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 0%.

If applicable, you must download the attachments for terms and conditions and required forms.

NOTE: IF THIS BID DOES NOT SPECIFY A PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THIS ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY, BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID, UNLESS OTHERWISE SPECIFIED. FURTHER INFORMATION ABOUT THE EBE PROGRAM CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), LOCATED IN ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes _____ No _____

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-5552.

Any special conditions stated above shall take precedence over any conflicting provisions stated elsewhere in this document or any attached terms and conditions.

F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

G. PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details): NONE

PERSONAL INTEREST

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes _____ No _____

COOPERATIVE PURCHASE

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes _____ No _____

Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

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*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID AND TO COMPLETE THE LEFT-HAND SIDE OF THE BINDING SIGNATURES FOR BID AND CONTRACT PAGE. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN.

BIDDERS ARE REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

*** CONTACT PERSON ***

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO THE PURCHASING AGENT LISTED ON THIS BID (JANINE WILANT, EMAIL ADDRESS (PREFERRED): jwilan@milwaukee.gov; PHONE: 414-286-3916) AT LEAST FIVE WORKING DAYS PRIOR TO THE BID CLOSING DATE (BY THURSDAY AUGUST 17, 2006). REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

*** BID AND/OR SPECIFICATION APPEAL PROCESS ***

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO THE PURCHASING AGENT FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED TO THE PURCHASING AGENT REFERENCED ON THE BID IN WRITING AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE BID CLOSING DATE (BY THURSDAY AUGUST 17, 2006). REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.

*** BID ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR BID AND CONTRACT

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____